

**Location:** City of Keizer, Oregon – Event Center

**Department:** Finance

**Recruitment Opened:** April 29, 2025

**Application Deadline:** May 14, 2025

**Annual Salary:** \$43,659 - \$56,971



## **Flexible Schedule | Hands-On Role | Make Events Happen!**

The City of Keizer is looking for an [Event Center Assistant](#), someone with a well-rounded skill set, to join our Keizer Event Center team! Are you someone who enjoys working with people and is able to balance diverse responsibilities? If you like variety in your day and aren't afraid to roll up your sleeves, this might be the job for you. We welcome someone who takes pride in helping events run smoothly and keeping our space beautiful and functional. This is a non-exempt, full-time role with a variable schedule depending on events. A consistent schedule is our goal, but flexibility is essential.

### **What You'll Do**

- Set up and take down rooms for events (tables, chairs, media equipment, signage, etc.)
- Greet and assist clients and make sure events run safely and smoothly
- Perform routine light building maintenance and cleaning to keep the facility in top shape
- Collaborate with a team and occasionally fly solo during evening or weekend shifts

### **What You Bring**

In addition to the minimum qualifications, we are looking for candidates who have:

- ✓ Ability to adapt a.k.a. manage a flexible schedule – we host events on evenings, weekends, and occasionally weekdays
- ✓ Excellent customer service skills
- ✓ Excellent communication skills and experience interacting with the public, clients, or event attendees
- ✓ Ability to lift up to 60 pounds and perform physical tasks like setting up rooms for events and cleaning
- ✓ Familiarity with basic maintenance and repair tasks such as using hand tools
- ✓ Proven ability to learn new tasks, processes, and systems effectively and efficiently
- ✓ Experience working independently, solving problems and working under pressure to make quick decisions

### **Why You'll Love This Job**

- Work in an exciting environment that's full of potential
- Support community events that bring people together
- Regularly meet new people and get to know the community
- A supportive, unified team
- Gain hands-on experience in customer service, facilities, and event management

## Pay & Benefits

- **Hourly Rate of Pay:** \$20.99 - \$27.39 / **Monthly:** \$3,638.27 - \$4,747.60
- **Benefits:** Medical, dental, and vision, life and disability insurance, FSA, paid time off (sick, vacation, personal leave, and 11 observed holidays), PERS retirement, 6% deferred compensation employer contribution, wellness incentive program, and even access to an on-site massage chair and employee only fitness center!
- **Language Incentive:** 5% pay incentive for Spanish-speaking candidates.

## Why Work for the City of Keizer?

Located in Oregon's stunning Willamette Valley, Keizer is a vibrant community with easy access to mountains, coastlines, and forests, offering the perfect blend of small-town charm and big-city resources. Join us, and you'll enjoy:

- **Moderate year-round climate**  
ideal for outdoor adventures
- **A close-knit community**  
that values innovation and service
- **Engaging events** like KeizerFEST, holiday parades, and more!



At the City, our employees have a Leadership Philosophy where we strive to make Keizer a place where people want to work and live.

We also have a set of core values as employees of the City. **We REACH for Excellence!**

**RESPONSIBLE      EXCELLENT      ACCESSIBLE      COMPASSIONATE      HELPFUL**

## Minimum Qualifications

- High School Graduate or equivalent; **and**
- One year of work experience related to event set-up and take-down or custodial; **or**
- Any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

It is widely stated—and supported by studies—that candidates, especially women, are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. The City's talent acquisition goals include hiring the candidate who is best able to meet the performance objectives of the role. We encourage persons with non-traditional skill sets and experiences to apply, even if you believe you do not meet 100% of the qualifications and hiring criteria described.

## Join Us in Keizer!

The City of Keizer celebrates diversity and welcomes candidates with non-traditional backgrounds. If you're driven, well-rounded, and like variety in your day-to-day activities, we want to hear from you—send us your resume!

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### How to Apply

- To apply, email your up-to-date resume to the Human Resources Department at [HR@KeizerOR.gov](mailto:HR@KeizerOR.gov) by the closing date. Cover letters are encouraged, but not required.
- Resumes must be received by 11:59PM on the closing date in order to be considered.
- Bilingual (English/Spanish) candidates and Veterans are encouraged to apply.
- Veterans requesting Veteran's Preference must complete a [Veteran's Preference Form](#) and provide required paperwork.

For questions or accommodation requests, reach out to our Human Resources Department via email at [HR@KeizerOR.gov](mailto:HR@KeizerOR.gov) or phone at 503-856-3430.



*Let's make a sustainable future together in Keizer, Oregon!*

